



RED RIVER VALLEY SCHOOL DIVISION
P.O. BOX 400
MORRIS, MANITOBA R0G 1K0

**AUDITED FINANCIAL STATEMENTS
AND SUPPLEMENTARY INFORMATION**

June 30, 2018

TABLE OF CONTENTS

2017/2018 FINANCIAL STATEMENTS

	PAGE
AUDITOR'S REPORT	
AUDITOR'S REPORT ON ENROLMENT (with EIS Cert. - part 2 of 2)	
MANAGEMENT RESPONSIBILITY LETTER	
CONSOLIDATED	
STATEMENT OF FINANCIAL POSITION	1
STATEMENT OF REVENUE, EXPENSES AND ACCUMULATED SURPLUS	2
STATEMENT OF CHANGE IN NET DEBT	3
STATEMENT OF CASH FLOW	4
NOTES TO THE FINANCIAL STATEMENTS	
ANALYSIS OF CONSOLIDATED ACCUMULATED SURPLUS	5
OPERATING FUND	
SCHEDULE OF FINANCIAL POSITION	6
SCHEDULE OF REVENUE, EXPENSES AND ACCUMULATED SURPLUS	7
REVENUE DETAIL: PROVINCE OF MANITOBA	8 - 9
REVENUE DETAIL: NON-PROVINCIAL GOVERNMENT SOURCES	10
EXPENSE BY FUNCTION AND BY OBJECT	11
EXPENSE DETAIL	
- Function 100: Regular Instruction	12
- Function 200: Student Support Services	13
- Function 300: Adult Learning Centres	14
- Function 400: Community Education and Services	15
- Function 500: Divisional Administration	16
- Function 600: Instructional and Other Support Services	17
- Function 700: Transportation of Pupils	18
- Function 800: Operations and Maintenance	19
DETAIL OF TRANSFERS TO (FROM) CAPITAL FUND	20
CAPITAL FUND	
SCHEDULE OF FINANCIAL POSITION	21
SCHEDULE OF REVENUE, EXPENSES AND ACCUMULATED SURPLUS	22
SCHEDULE OF TANGIBLE CAPITAL ASSETS	23
SCHEDULE OF RESERVE ACCOUNTS	24
SPECIAL PURPOSE FUND	
SCHEDULE OF FINANCIAL POSITION	25
SCHEDULE OF REVENUE, EXPENSES AND ACCUMULATED SURPLUS	26
STUDENT ENROLMENTS (FRAME) AND TRANSPORTATION STATISTICS (unaudited)	27
FULL TIME EQUIVALENT PERSONNEL (unaudited)	28
CALCULATION OF ADMINISTRATION COSTS (audited)	29
CALCULATION OF ALLOWABLE AND UNSUPPORTED EXPENSES	30 - 32



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BDO Canada LLP
700 - 200 Graham Avenue
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Independent Auditor's Report

To the Board of Trustees of
Red River Valley School Division

We have audited the accompanying consolidated financial statements of Red River Valley School Division ("Division"), which comprise the consolidated statement of financial position as at June 30, 2018, and the consolidated statement of revenue, expenses and accumulated surplus, statement of change in net debt and statement of cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of Red River Valley School Division as at June 30, 2018, and the results of its operations, change in net debt and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

BDO Canada LLP

Chartered Professional Accountants

Winnipeg, Manitoba
October 15, 2018

I hereby certify that this report and the consolidated financial statements have been presented to the Board of Trustees of the above-mentioned School Division.


Chairperson

Oct 15/18 Date



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Independent Auditor's Report on Enrolment

To the Board of Trustees of
Red River Valley School Division

We have audited the EIS Enrolment File Verification Report prepared in accordance with Part I, Sections 1.1 and 1.2 of the Public Schools Enrolment and Categorical Grants Reporting for the 2017/2018 School Year of the **Red River Valley School Division** as at September 30, 2017. This enrolment information is the responsibility of the Division's management. Our responsibility is to express an opinion on this enrolment information based on our audit.

We conducted our audit in compliance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the enrolment information is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the enrolment information.

In our opinion, this report presents fairly, in all material respects, the enrolment of the **Red River Valley School Division** as at September 30, 2017 in accordance with the Public Schools Enrolment and Categorical Grants Reporting for the 2017/2018 School Year referred to above.

BDO Canada LLP

Chartered Professional Accountants

Winnipeg, Manitoba
October 15, 2018

I hereby certify that this report and the statements, schedules and reports referenced herein have been presented to the Members of the Board of Trustees of the above-mentioned School Division.


Chairperson

Oct 15/18
Date



Schools' Finance Branch
511-1181 Portage Ave.
Winnipeg, MB R3G 0T3

EIS ENROLMENT FILE VERIFICATION REPORT - SEPTEMBER 30, 2017

RED RIVER VALLEY SCHOOL DIVISION

This report counts the number of pupils, on a head-count basis, for which enrolment data has been reported through the accompanying electronic EIS Collection file being submitted to Schools' Finance Branch (SFB).

The report is used to verify that the electronic file submitted to SFB reconciles to this certification report prior to upload to the departmental EIS database.

SCHOOL NAME	SPECIAL UNGRADED CLASSES		GRADE														TOTAL ENROL	CODE 300	CODE 400	FILE TOTAL
	SE (Ages 4 to 13)	SS (14 and Older)	N	K	1	2	3	4	5	6	7	8	9	10	11	12				
Albright School				2	3	3	2	6		4	2	3	4		5	1	35		0	35
Domain Elementary				2	3	2	1	2		3	1	3					17		0	17
École Héritage Immersion				27	26	29	26	21	15	14	17	11					186		0	186
École Saint-Malo School				30	24	32	29	22	29	21	25	13					225		0	225
Inst. Coll. Saint-Pierre													26	17	22	9	74		0	74
J. A. Cuddy Elementary				15	20	22	15	13	27	18	18	26					174		0	174
Lowe Farm School				9	10	17	9	9	16	7	14	10					101		0	101
Morris School				30	27	14	24	31	31	19	21	31	47	41	45	45	406		0	406
Oak Bluff Community School				25	15	22	13	23	15	12	9	14					148		0	148



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SCHOOL NAME	SPECIAL UNGRADED CLASSES		GRADE													TOTAL ENROL	CODE 300	CODE 400	FILE TOTAL
	SE (Ages 4 to 13)	SS (14 and Older)	N	K	1	2	3	4	5	6	7	8	9	10	11	12			
Peace Valley School				2	4	5	4	2	3	2	7	1	6		6	1	43	0	43
Rosenort School				14	15	19	14	19	22	21	22	22	29	27	26	32	282	0	282
Sanford Collegiate													85	76	70	72	303	0	303
Starbuck School				6	8	9	13	15	17	19	20	29					136	0	136
Suncrest Colony School				3	1	1	4	2	2	5	1	4	3	2		1	29	0	29
Vermillion Colony School					3	3	2	2	3	3	1	6	3	2	4	3	35	0	35
SCHOOL DIVISION TOTAL				165	159	178	156	167	180	148	158	173	203	165	178	164	2,194	0	2,194

PUPILS ATTENDING OUT OF DIVISION
(ENROLMENT CODE 500 SERIES)

MANAGEMENT REPORT

Management's Responsibility for the Consolidated Financial Statements

The accompanying consolidated financial statements of Red River Valley School Division ("Division") are the responsibility of the Division's management and have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards established by the Public Sector Accounting Board of Chartered Professional Accountants Canada. A summary of the significant accounting policies are described in Note 2 to the consolidated financial statements.

The preparation of consolidated financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods. Division management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

The Board of Trustees of the Division met with management to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

The consolidated financial statements have been audited by BDO Canada LLP, independent external auditor, appointed by the Board of Trustees. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Division's consolidated financial statements.


Secretary-Treasurer

October 15, 2018

CONSOLIDATED STATEMENT OF FINANCIAL POSITION

as at June 30

Notes		2018	2017
	Financial Assets		
	Cash and Bank	-	-
	Due from - Provincial Government	1,953,602	1,989,428
	- Federal Government	82,473	114,497
	- Municipal Government	8,776,454	7,618,769
	- Other School Divisions	206,456	163,382
	- First Nations	-	-
	Accounts Receivable	60,956	222,778
	Accrued Investment Income	-	-
	Portfolio Investments	-	-
		<u>11,079,941</u>	<u>10,108,854</u>
	Liabilities		
3	Overdraft	7,553,085	6,622,959
	Accounts Payable	511,284	889,534
	Accrued Liabilities	291,126	316,460
4	Employee Future Benefits	102,980	164,090
	Accrued Interest Payable	257,205	244,601
	Due to - Provincial Government	100,748	96,284
	- Federal Government	14,881	1,369,119
	- Municipal Government	15,687	18,063
	- Other School Divisions	313,265	350,247
	- First Nations	-	-
5	Deferred Revenue	1,260,784	1,355,854
6	Borrowings from the Provincial Government	14,973,784	14,610,078
7	Other Borrowings	932,338	-
8	School Generated Funds Liability	<u>42,374</u>	<u>42,968</u>
		<u>26,369,541</u>	<u>26,080,257</u>
	Net Debt	<u>(15,289,600)</u>	<u>(15,971,403)</u>
	Non-Financial Assets		
9	Net Tangible Capital Assets (TCA Schedule)	23,400,188	22,391,386
	Inventories	168,492	158,665
	Prepaid Expenses	<u>135,308</u>	<u>1,005,473</u>
		<u>23,703,988</u>	<u>23,555,524</u>
10	Accumulated Surplus	<u>8,414,388</u>	<u>7,584,121</u>

See accompanying notes to the Financial Statements

**CONSOLIDATED STATEMENT
OF REVENUE, EXPENSES
AND ACCUMULATED SURPLUS**

For the Year Ended June 30

Notes		2018	2017
	Revenue		
11	Provincial Government	17,859,138	17,963,393
	Federal Government	21,335	1,104
	Municipal Government	14,364,197	12,716,232
	- Property Tax	163,500	-
	- Other	1,261,457	1,022,295
	Other School Divisions	-	-
	First Nations	138,100	152,030
	Private Organizations and Individuals	460,362	134,714
	Other Sources	491,486	498,067
	School Generated Funds	-	-
	Other Special Purpose Funds	-	-
		<u>34,759,575</u>	<u>32,487,835</u>
13	Expenses		
	Regular Instruction	17,373,123	16,633,081
	Student Support Services	5,118,022	4,742,519
	Adult Learning Centres	-	-
	Community Education and Services	54,701	57,996
	Divisional Administration	1,096,205	1,103,271
	Instructional and Other Support Services	964,882	852,292
	Transportation of Pupils	2,890,248	2,787,248
	Operations and Maintenance	3,086,758	2,795,968
	Fiscal	777,705	685,530
	- Interest	484,513	462,987
	- Other	1,642,684	1,510,641
	Amortization	-	-
	Other Capital Items	501,577	486,382
	School Generated Funds	-	-
	Other Special Purpose Funds	-	-
		<u>33,990,418</u>	<u>32,117,915</u>
	Current Year Surplus (Deficit) before Non-vested Sick Leave	769,157	369,920
	Less: Non-vested Sick Leave Expense (Recovery)	(61,110)	10,117
	Net Current Year Surplus (Deficit)	<u>830,267</u>	<u>359,803</u>
10	Opening Accumulated Surplus	7,584,121	7,224,318
Adjustments:	Tangible Cap. Assets and Accum. Amort.	-	-
	Other than Tangible Cap. Assets	-	-
	Non-vested sick leave - prior years	-	-
	Opening Accumulated Surplus, as adjusted	<u>7,584,121</u>	<u>7,224,318</u>
10	Closing Accumulated Surplus	<u>8,414,388</u>	<u>7,584,121</u>

See accompanying notes to the Financial Statements

CONSOLIDATED STATEMENT OF CHANGE IN NET DEBT

For the Year Ended June 30, 2018

	2018	2017
Net Current Year Surplus (Deficit)	830,267	359,803
Amortization of Tangible Capital Assets	1,642,684	1,510,641
Acquisition of Tangible Capital Assets	(2,649,728)	(5,262,984)
(Gain) / Loss on Disposal of Tangible Capital Assets	(4,474)	(2,954)
Proceeds on Disposal of Tangible Capital Assets	2,716	4,224
	<u>(1,008,802)</u>	<u>(3,751,073)</u>
Inventories (Increase)/Decrease	(9,827)	3,295
Prepaid Expenses (Increase)/Decrease	870,165	(871,692)
	<u>860,338</u>	<u>(868,397)</u>
(Increase)/Decrease in Net Debt	681,803	(4,259,667)
Net Debt at Beginning of Year	(15,971,403)	(11,711,736)
Adjustments Other than Tangible Cap. Assets	-	-
	<u>(15,971,403)</u>	<u>(11,711,736)</u>
Net Debt at End of Year	<u>(15,289,600)</u>	<u>(15,971,403)</u>

CONSOLIDATED STATEMENT OF CASH FLOW

For the Year Ended June 30, 2018

	2018	2017
Operating Transactions		
Net Current Year Surplus (Deficit)	830,267	359,803
Non-Cash Items Included in Current Year Surplus/(Deficit):		
Amortization of Tangible Capital Assets	1,642,684	1,510,641
(Gain)/Loss on Disposal of Tangible Capital Assets	(4,474)	(2,954)
Employee Future Benefits Increase/(Decrease)	(61,110)	10,117
Due from Other Organizations (Increase)/Decrease	(1,132,909)	(858,659)
Accounts Receivable & Accrued Income (Increase)/Decrease	161,822	(141,560)
Inventories and Prepaid Expenses - (Increase)/Decrease	860,338	(868,397)
Due to Other Organizations Increase/(Decrease)	(1,389,132)	49,384
Accounts Payable & Accrued Liabilities Increase/(Decrease)	(390,980)	99,137
Deferred Revenue Increase/(Decrease)	(95,070)	67,877
School Generated Funds Liability Increase/(Decrease)	(594)	13,592
Adjustments Other than Tangible Cap. Assets	-	-
	<u>420,842</u>	<u>238,981</u>
Cash Provided by (Applied to) Operating Transactions		
Capital Transactions		
Acquisition of Tangible Capital Assets	(2,649,728)	(5,262,984)
Proceeds on Disposal of Tangible Capital Assets	2,716	4,224
	<u>(2,647,012)</u>	<u>(5,258,760)</u>
Cash Provided by (Applied to) Capital Transactions		
Investing Transactions		
Portfolio Investments (Increase)/Decrease	-	-
	<u>-</u>	<u>-</u>
Cash Provided by (Applied to) Investing Transactions		
Financing Transactions		
Borrowings from the Provincial Government Increase/(Decrease)	363,706	2,530,678
Other Borrowings Increase/(Decrease)	932,338	-
	<u>1,296,044</u>	<u>2,530,678</u>
Cash Provided by (Applied to) Financing Transactions		
Cash and Bank / Overdraft (Increase)/Decrease	(930,126)	(2,489,101)
Cash and Bank (Overdraft) at Beginning of Year	(6,622,959)	(4,133,858)
Cash and Bank (Overdraft) at End of Year	<u>(7,553,085)</u>	<u>(6,622,959)</u>

Red River Valley School Division
Notes to Consolidated Financial Statements
For the Year Ended June 30, 2018

12. Interest Received and Paid

The Division received interest during the year of \$1,007 (\$654 in 2017); interest paid during the year was \$777,705 (\$685,530 in 2017).

Interest expense is included in fiscal expenses and is comprised of the following:

	<u>2018</u>	<u>2017</u>
Operating Fund		
Fiscal-short term loan, interest and bank charges	\$ 113,997	84,024
Capital Fund		
Debtenture interest	644,572	601,506
Other interest	<u>19,136</u>	<u>-</u>
	<u>\$ 777,705</u>	<u>685,530</u>

The accrual portion of debtenture debt interest expense of \$257,205 (\$244,601 in 2017) included under the Capital Fund-Debtenture debt interest is offset by an accrual of the debt servicing grant from the Province of Manitoba.

13. Expenses by Object

Expenses in the consolidated statement of revenue, expenses and accumulated surplus are reported by function as defined by FRAME. Below is the detail of expenses by object:

	<u>2018</u>	<u>2017</u>
Salaries	\$22,769,441	21,781,758
Employees benefits and allowances	1,729,848	1,676,743
Services	3,091,891	2,709,387
Supplies, materials and minor equipment	2,552,853	2,365,355
Interest	777,705	685,530
Payroll tax	483,979	462,987
Bad debt	534	-
Transfers	439,906	439,132
Amortization	1,642,684	1,510,641
Other Capital Items	-	-
School generated funds	<u>501,577</u>	<u>486,382</u>
	<u>\$33,990,418</u>	<u>32,117,915</u>

14. Financial Instruments

There are no significant terms and conditions related to financial instruments that may affect the amount, timing and certainty of future cash flows. The Division is exposed to credit risk from the potential non-payment of accounts receivable. However, the majority of the receivables are from local, provincial and federal governments, and therefore, the credit risk is minimal. The carrying amounts of the financial instruments approximate their carrying values, unless otherwise noted.

Red River Valley School Division
Notes to Consolidated Financial Statements
For the Year Ended June 30, 2018

1. Nature of Organization and Economic Dependence

The Red River Valley School Division (Division) is a public body that provides education services to residents within its geographic location. The division is funded mainly by grants from the Province of Manitoba (Province), and a special levy on the property assessment included in the Division's boundaries. The Division is exempt from income tax and is a registered charity under the Income Tax Act.

The Division is economically dependent on the Province for the majority of its revenue and capital financing requirements. Without this funding, the Division would not be able to continue its operations.

2. Significant Accounting Policies

The consolidated financial statements have been prepared by management in accordance with Canadian public sector accounting standards (PSAS) established by Public Sector Accounting Board of Chartered Professional Accountants Canada (CPA Canada).

Reporting Entity and Consolidation

The consolidated financial statements reflect the assets, liabilities, revenues and expenses of the operating fund, capital fund, and special purpose fund of the Division. The Division reporting entity includes school generated funds controlled by the Division.

All inter-fund accounts and transactions are eliminated upon consolidation.

Trust Funds

The Division administers various trust funds. Trust funds and their related operations are not included in the consolidated financial statements as they are not owned or controlled by the Division. A schedule of trust funds is attached as part of the notes to the consolidated financial statements.

Trust funds, under PSAS are properties assigned to a trustee (the Division) under a trust agreement or statute; the trustee merely administers the terms and conditions embodied in the agreement, and it has no unilateral authority to change the conditions set out in the trust indenture.

Basis of Accounting

Revenues and expenses are reported on the accrual basis of accounting except when the accruals cannot be determined with a reasonable degree of certainty or when their estimation is impracticable. The accrual basis of accounting recognizes revenues as they are earned and measurable; expenses are recognized as they are incurred and measurable as a result of the receipt of goods or services and the creation of a legal obligation to pay. Expenses also include the amortization of tangible capital assets.

Fund Accounting

The fund method of accounting is employed by the Division to record financial transactions in separate funds as defined by Financial Reporting and Accounting in Manitoba Education (FRAME) in accordance with the purpose for which the funds have been created.

The Operating Fund is maintained to record all the day to day operating revenues and expenses. The Capital Fund is used to account for the acquisition, amortization, disposal and financing of capital assets. The Special Purpose Fund is used to account for school generated funds.

School Generated Funds

School generated funds are monies raised by the school, or under the auspices of the school, through extracurricular activities for the sole use of the school that the principal of each school, subject to the rules of the school board, may raise, hold, administer and expend for the purposes of the school.

Only revenue and expenses of school generated funds controlled by the Division are included in the Consolidated Statement of Revenue, Expenses and Accumulated Surplus. To be deemed as controlled, a school must have the unilateral authority to make the decisions as to when, how and on what the funds are to be spent.

Period end cash balances of all school generated funds are included in the Consolidated Statement of Financial Position. The uncontrolled portion of this amount is reflected in the School Generated Funds Liability account. Examples of uncontrolled school generated funds are parent council funds, other parent group funds, student council funds and travel club funds. Revenues and expenses of uncontrolled school generated funds are not included in the consolidated financial statements.

Red River Valley School Division
Notes to Consolidated Financial Statements
For the Year Ended June 30, 2018

Tangible Capital Assets

Tangible capital assets are non-financial assets that are used by the Division to provide services to the public and have an economic life beyond one fiscal year. Tangible capital assets include land, buildings, buses, other vehicles, furniture and equipment, computers, capital leases, leasehold improvements, and assets under construction.

To be classified as tangible capital assets, each asset other than land must individually meet the capitalization threshold for its class as prescribed by FRAME.

<u>Asset Description</u>	<u>Capitalization Threshold (\$)</u>	<u>Estimated Useful Life</u>
Land Improvements	50,000	10 years
Buildings – bricks, mortar, steel	50,000	40 years
Buildings – wood frame	50,000	25 years
School buses	50,000	10 years
Vehicles	10,000	5 years
Equipment	10,000	5 years
Network infrastructure	25,000	10 years
Computer hardware, servers, peripherals	10,000	4 years
Computer software	10,000	4 years
Furniture and fixtures	10,000	10 years
Leasehold improvements	25,000	Over term of lease

Grouping of assets is not permitted except for computer work stations.

All land acquired prior to June 30, 2006 has been valued by the Crown Lands and Property Agency.

With the exception of land acquired prior to June 30, 2006, all tangible capital assets are recorded at historical cost, which includes purchase price, installation costs and other costs incurred to put the asset into service.

Buildings are recorded at historical cost when known. For buildings acquired prior to June 30, 2005 where the actual cost was not known, the replacement value for insurance purposes as at June 30, 2005 was regressed to the date of acquisition using a regression index based on Southam and CanaData construction cost indices.

All tangible capital assets, except for land, and assets under construction, are amortized on a straight-line basis over their estimated useful lives as prescribed by FRAME. Land is not amortized.

One-half of the annual amortization is charged in the year of acquisition and in the year of disposal, if not fully amortized.

Assets under construction are not amortized until the date of substantial completion. Interest on funds used to finance school buildings under construction is capitalized for the periods preceding the date of substantial completion.

Employee Future Benefits

The Province of Manitoba pays the employer portion of the Teachers' Retirement Allowances Fund (TRAF), the pension plan for all certified teachers of the Division. The Division does not contribute to TRAF, and no costs relating to this plan are included in the Division's financial statements.

The Division provides retirement benefits to its support staff in the form of a defined contribution pension plan. The Division pays the employer portion of the defined contribution plan administered by the Manitoba School Boards Association (MSBA). Under this plan, specific fixed amounts are contributed by the Division each period for services rendered, matching employee contributions. No responsibility is assumed by the Division to make any further contribution.

For those defined benefit self-insured plans that are event driven such as non-vesting parental leave, the benefit costs are recognized and recorded in the period when the event occurs.

For non-vesting accumulating sick days, the benefit costs are recognized, if deemed material, based on a projection of expected future utilization of sick time, discounted using net present value techniques.

Capital Reserve

Certain amounts, as approved by the Board of Trustees and the Public Schools Finance Board (PSFB), have been set aside in reserve accounts for future capital purposes. These Capital Reserve accounts are internally restricted funds that form part of the Accumulated Surplus presented in the Consolidated Statement of Financial Position.

Red River Valley School Division
Notes to Consolidated Financial Statements
For the Year Ended June 30, 2018

Use of Estimates

The preparation of financial statements in conformity with PSAS requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates, as additional information becomes available in the future.

3. Bank Overdraft

The Division has an authorized line of credit of \$13,000,000 by way of overdrafts and is repayable on demand at prime less 0.65% (2.20% at June 30, 2018); interest is paid monthly. Overdrafts are secured by borrowing by-laws. As at June 30, 2018, the Division's operating line of credit was utilized.

4. Employee Future Benefits

The Division sponsors a defined contribution pension plan, administered by MSBA. The defined contribution plan is provided to its support staff based on their age at the beginning of the year and rates of pay. Each age group under the MSBA pension plan has a specific percentage for the employees to contribute. The Division contributions equal the employee contributions to the plan. No pension liability is included in the consolidated financial statements.

The employee future benefit expense is a part of the Employee Benefits and Allowances expense which includes pension expense for the year of \$458,867 (\$420,382 in 2017).

Non-vested accumulating sick leave benefits are measured using net present value techniques on the expected future utilization of excess of sick leave benefits used over earned per year, to maximum entitlement. The non-vested sick leave recovery for the year is \$61,110 (expense of \$10,117 in 2017).

5. Deferred Revenue

The deferral method of accounting is used for revenue received that, pursuant to legislation, regulation or agreement, may only be used for specific purposes. These amounts are recognized as revenue in the fiscal year the related expenses are incurred or services performed. The following is a breakdown of the account balance:

	Balance as at June 30, 2017	Additions in Year	Revenue Recognized in Year	Balance as at June 30, 2018
Education Property Tax Credit (EPTC)	\$ 898,426	\$2,291,930	\$2,273,584	\$916,772
Manitoba Learning Resource Centre	32,693	122,454	122,613	32,534
Tax Incentive Grant	278,220	681,690	687,234	272,676
Other	146,515	55,654	163,367	38,802
	<u>\$ 1,355,854</u>	<u>\$3,151,728</u>	<u>\$3,246,798</u>	<u>\$1,260,784</u>

6. Debenture Debt

The debenture debt of the Division is in the form of twenty-year debentures payable, principal and interest, in twenty equal yearly instalments and maturing at various dates from fiscal years ending 2019 to 2048. Payment of principal and interest is funded entirely by grants from the Province of Manitoba, except for the debenture debt on self-funded capital projects. The debentures carry interest rates that range from 3.250% to 7.000%. Debenture interest expense payable as at June 30, 2018, is accrued and recorded in Accrued Interest Payable, and a grant in an amount equal to the interest accrued on provincially funded debentures is recorded in Due from the Provincial Government. The total debenture principal and interest repayments in the next five fiscal years ending are as follows:

2019	\$ 1,725,529
2020	1,692,669
2021	1,503,382
2022	1,473,756
2023	1,197,061

7. Other Borrowings

The Division has authorized borrowing through bylaw for a loan to a maximum of \$4,533,062 repayable in monthly payments starting in October 2017 of \$16,870 due in 2047 bearing interest at 2.05%. As at June 30, 2018, the Division has received advances of \$1,065,028. Total annual principal and interest payments in each of the next five fiscal years will be \$202,440.

8. School Generated Funds Liability

School Generated Funds Liability represents the non-controlled portion of school generated funds. At June 30, 2018, an amount equal to the liability or \$42,374 (\$42,968 at June 30, 2017) is included in overdraft on the Consolidated Statement of Financial Position.

Red River Valley School Division
Notes to Consolidated Financial Statements
For the Year Ended June 30, 2018

9. Net Tangible Capital Assets

The Schedule of Tangible Capital Assets on page 23 of the consolidated financial statements, provides a breakdown of cost, accumulated amortization and net book value by class. The amount of interest capitalized in the year included in Assets under Construction was nil (previous year nil).

10. Accumulated Surplus

The consolidated accumulated surplus is comprised of the following:

	<u>2018</u>	<u>2017</u>
Operating Fund		
Designated Surplus	\$ 687,620	648,701
Undesignated Surplus	145,854	234,795
Non-vested Sick Leave	<u>(102,981)</u>	<u>(164,091)</u>
	\$ 730,493	<u>719,405</u>
Capital Fund		
Reserve Accounts	\$ 345,027	352,258
Equity in Tangible Capital Assets	<u>7,172,425</u>	<u>6,335,924</u>
	\$ 7,517,452	<u>6,688,182</u>
Special Purpose Fund		
School Generated Funds	\$ 166,443	176,534
Other Special Purpose Funds	<u>-</u>	<u>-</u>
	\$ 166,443	<u>176,534</u>
Total Accumulated Surplus	<u>\$ 8,414,388</u>	<u>7,584,121</u>

Designated Surplus under the Operating Fund represents internally restricted amounts appropriated by the Board of Trustees or, in the case of school budget carryovers, by Board policy. The details of Designated Surplus are disclosed on Page 5 of the consolidated financial statements.

Reserve Accounts under the Capital Fund represents internally restricted reserves for specific purposes approved by the Board of Trustees and PSFB. A Schedule of Capital Reserve Accounts is provided on page 24 of the consolidated financial statements.

	<u>2018</u>	<u>2017</u>
Bus Reserve	\$ 15,027	22,258
New Building Reserve	<u>330,000</u>	<u>330,000</u>
Capital Reserve	<u>\$ 345,027</u>	<u>352,258</u>

11. Municipal Government – Property Tax and Related Due from Municipal Government

Education property tax or Special Levy is raised as the Division's contribution to the cost of providing public education for the students' resident in the division. The Municipal Government-Property Tax shown on the consolidated revenue and expense is raised over the two calendar (tax) years; 40% from 2017 tax year and 60% from 2018 tax year. Below are the related revenue and receivable amounts:

	<u>2018</u>	<u>2017</u>
Revenue – Municipal Government – Property Tax	<u>\$14,527,697</u>	<u>12,716,232</u>
Receivable – Due from Municipal – Property Tax	<u>\$ 8,776,454</u>	<u>7,618,769</u>

TRUST FUNDS SCHEDULE
For the Year Ended June 30, 2018

[illegible]

OPERATING FUND SCHEDULE OF FINANCIAL POSITION

as at June 30

	2018	2017
Financial Assets		
Cash and Bank		
Due from		
- Provincial Government	1,696,397	-
- Federal Government	82,473	1,744,827
- Municipal Government	8,776,454	114,497
- Other School Divisions	206,456	7,618,769
- First Nations	-	163,382
- Other Funds	321,780	-
Accounts Receivable	60,956	1,410,379
Accrued Investment Income	-	222,778
Portfolio Investments	-	-
	<u>11,144,516</u>	<u>11,274,632</u>
Liabilities		
Overdraft	7,761,940	6,842,461
Accounts Payable	511,284	889,534
Accrued Liabilities	291,126	316,460
Employee Future Benefits	102,980	164,090
Accrued Interest Payable	-	-
Due to		
- Provincial Government	100,748	96,284
- Federal Government	14,881	1,369,119
- Municipal Government	15,687	18,063
- Other School Divisions	313,265	350,247
- First Nations	-	-
- Capital Fund	345,128	352,258
Deferred Revenue	1,260,784	1,320,849
Other Borrowings	-	-
	<u>10,717,823</u>	<u>11,719,365</u>
Net Financial Assets (Net Debt)	<u>426,693</u>	<u>(444,733)</u>
Non-Financial Assets		
Inventories	168,492	158,665
Prepaid Expenses	135,308	1,005,473
	<u>303,800</u>	<u>1,164,138</u>
Accumulated Surplus (Deficit)	<u>730,493</u>	<u>719,405</u>

**OPERATING FUND
SCHEDULE OF REVENUE, EXPENSES
AND ACCUMULATED SURPLUS**

For the Year Ended June 30

	2018 Actual	2018 Budget	2017 Actual
Revenue			
Provincial Government - Core	16,179,919	15,904,027	16,318,329
Federal Government	21,335	21,225	1,104
Municipal Government - Property Tax	14,364,197	14,442,873	12,716,232
- Other	163,500	-	-
Other School Divisions	1,261,457	1,069,700	1,022,295
First Nations	-	-	-
Private Organizations and Individuals	138,100	205,600	152,030
Other Sources	134,837	37,381	122,694
	<u>32,263,345</u>	<u>31,680,806</u>	<u>30,332,684</u>
Expenses			
Regular Instruction	17,373,123	17,428,031	16,633,081
Student Support Services	5,118,022	5,205,565	4,742,519
Adult Learning Centres	-	-	-
Community Education and Services	54,701	59,111	57,996
Divisional Administration	1,096,205	1,214,887	1,103,271
Instructional and Other Support Services	964,882	815,720	852,292
Transportation of Pupils	2,890,248	2,981,584	2,787,248
Operations and Maintenance	3,086,758	2,903,879	2,795,968
Fiscal	598,510	564,953	547,011
	<u>31,182,449</u>	<u>31,173,730</u>	<u>29,519,386</u>
Current Year Surplus (Deficit) before Non-vested Sick Leave	<u>1,080,896</u>	<u>507,076</u>	<u>813,298</u>
Less: Non-vested Sick Leave Expense (Recovery)	<u>(61,110)</u>		<u>10,117</u>
Current Year Surplus (Deficit) after Non-vested Sick Leave	<u>1,142,006</u>	<u>507,076</u>	<u>803,181</u>
Net Transfers from (to) Capital Fund	<u>(1,130,918)</u>	<u>(507,076)</u>	<u>(801,980)</u>
Transfers from Special Purpose Funds	<u>-</u>		<u>-</u>
Net Current Year Surplus (Deficit)	<u>11,088</u>	<u>0</u>	<u>1,201</u>
Opening Accumulated Surplus (Deficit)	719,405		718,204
Adjustments: Liability for Contaminated Sites	-		-
Non-vested sick leave - prior years	-		-
Opening Accumulated Surplus (Deficit), as adjusted	<u>719,405</u>		<u>718,204</u>
Closing Accumulated Surplus (Deficit)	<u><u>730,493</u></u>		<u><u>719,405</u></u>

OPERATING FUND - REVENUE DETAIL PROVINCE OF MANITOBA

For the Year Ended June 30, 2018

Funding of Schools Program

Base Support		
Instructional Support	3,932,814	
Additional Instructional Support for Small Schools	82,018	
Sparsity	602,154	
Curricular Materials	122,613	
Information Technology	126,536	
Library Services	187,763	
Student Services	650,273	
Counselling and Guidance	169,395	
Professional Development	79,595	
Physical Education	37,125	
Occupancy	1,185,885	7,176,171
Categorical Support		
Transportation	1,501,129	
Board and Room	-	
Special Needs: Coordinator/Clinician	212,254	
Special Needs: Level 2	555,750	
Special Needs: Level 3	490,216	
Senior Years Technology Education	76,863	
English as an Additional Language	81,575	
Aboriginal Academic Achievement (including BSSAP)	108,000	
Aboriginal and International Languages	644	
French Language Education	100,042	
Small Schools	125,172	
Enrolment Change Support	167,002	
Northern Allowance	-	
Early Childhood Development Initiative	27,643	
Literacy and Numeracy	163,272	
Education for Sustainable Development	10,500	3,620,062
Equalization	-	-
Additional Equalization	-	-
Adjustment for Days Closed	-	-
Formula Guarantee		
Other Program Support		1,422,336
School Buildings Support: "D" Projects		
Technology Education Equipment Replacement	97,320	
Skills Strategy Equipment Enhancement	28,700	
Other Minor Capital Support	33,728	
Prior Year Support	-	
Finalization of Previous Year Support	-	
Curricular Materials	-	
School Buildings Support: "D" Projects	-	
Technology Education Equipment	-	159,748
		<u>12,378,317</u>

OPERATING FUND - REVENUE DETAIL NON-PROVINCIAL GOVERNMENT SOURCES

For the Year Ended June 30, 2018

Federal Government

Tuition Fees	-
Transportation of Pupils	-
French Language Monitor	20,283
English as an Additional Language (Adults)	-
Other:	1,052
Federal Excise Tax	

21,335

Municipal Government

Special Requirement	17,325,015
Less: Education Property Tax Credit	(2,273,584)
Less: Tax Incentive Grant	(687,234)
Other:	
Surplus raised in 2018 Special Levy	14,364,197
	163,500

14,527,697

Other School Divisions

Tuition Fees	-
Transfer Fees	291,850
Residual Fees	969,607
Transportation of Pupils	-
Other:	-

1,261,457

First Nations

Tuition Fees	-
Transportation of Pupils	-
Other:	-

0

Private Organizations and Individuals (Includes GBE's)

Regular Tuition	-
International Tuition	-
Continuing Education	-
Other Tuition:	16,010
Food Service	-
Government Business Enterprises (GBE's)	-
Other:	
Building Rent	46,970
Transportation	1,094
WMES Bussing	57,505
Welding / Autobody Revenue	8,504
Home Ec / Physed / CPR Fees	2,185
Substitute Costs	5,832

138,100

Other Sources

Interest	1,007
Donations	25,950
Other:	
Co-op Equity	1,716
Tower Rental	4,800
Computer Purchase (OTTW)	60,039
Southern Health/Regional Authority CTI	5,231
Breakfast for Learning/Nutrition Grant	16,650
Morris Area Foundation Grant	250

134,837

19,194

TOTAL NON-PROVINCIAL GOVERNMENT REVENUE

16,083,426

OPERATING FUND - EXPENSE BY FUNCTION AND BY OBJECT

For the Year Ended June 30

FUNCTION OBJECT	100	200	300	400	500	600	700	800	900	2018	2017
	Regular Instruction	Student Support Services	Adult Learning Centres	Education and Services	Divisional Administration	Instructional and Other Support Services	Transportation of Pupils	Operations and Maintenance	Fiscal	TOTALS	TOTALS
Salaries	14,063,558	4,409,654	-	5,203	688,579	630,808	1,716,973	1,254,666		22,769,441	21,781,758
Employees Benefits and Allowances	832,190	359,514	-	695	77,671	51,560	228,871	179,347		1,729,848	1,676,743
Services	692,850	280,124	-	6,765	298,062	180,708	210,791	1,422,591		3,091,891	2,709,387
Supplies, Materials and Minor Equipment	1,355,764	68,730	-	42,038	31,893	90,661	733,613	230,154		2,552,853	2,365,355
Interest and Bank Charges									113,997	113,997	84,024
Bad Debt Expense									534	534	0
Transfers	428,761	-	-	-	-	11,145	-	-	(PAYROLL TAX) 483,979	923,885	902,119
TOTALS	17,373,123	5,118,022	0	54,701	1,096,205	964,882	2,890,248	3,086,758	598,510	31,182,449	29,519,386

OPERATING FUND - EXPENSE DETAIL: FUNCTION 100

For the Year Ended June 30, 2018

REGULAR INSTRUCTION	10	SINGLE TRACK SCHOOLS *			80	90	
		20	50	70			
CODE OBJECT \ PROGRAM	ADMINISTRATION	ENGLISH LANGUAGE	FRANÇAIS	FRENCH IMMERSION	DUAL TRACK SCHOOLS **	SENIOR YEARS TECHNOLOGY EDUCATION	TOTALS
3XX SALARIES							
320 Executive, Managerial and Supervisory	1,136,750						1,136,750
330 Instructional - Teaching	4,659	8,558,693		1,391,511	1,273,992	188,910	11,417,765
350 Instructional - Other		278,604		71,699	108,428	48,857	507,588
360 Technical, Specialized and Service				19,250			19,250
370 Secretarial, Clerical and Other	601,139						601,139
390 Information Technology	381,066						381,066
Total Salaries	2,123,614	8,837,297	0	1,482,460	1,382,420	237,767	14,063,558
4XX EMPLOYEES BENEFITS AND ALLOWANCES	188,297	461,996		84,285	83,362	14,250	832,190
5-6XX SERVICES							
510 Professional, Technical and Specialized	52,989	35,846		13,929	2,708	27,171	132,643
520 Communications	64,041	716		990			65,747
540 Travel and Meetings	60,509	4,743		1,705		489	67,446
560 Tuition		128,273		942			129,215
570 Printing and Binding							0
580 Insurance and Bond Premiums		16			131		147
590 Maintenance and Repair Services	8,327	2,641		128	6,702	505	18,303
610 Rentals	1,634	34,783		28,836		56	65,309
630 Advertising	16,387						16,387
640 Dues and Fees	5,046	1,876			2,319		9,241
650 Professional and Staff Development	4,035						4,035
680 Information Technology Services	104,702	68,156		6,314	5,151	54	184,377
Total Services	317,670	277,050	0	52,844	17,011	28,275	692,850
7XX SUPPLIES, MATERIALS AND MINOR EQUIPMENT							
710 Supplies	46,691	243,243		39,417	28,754	54,031	412,136
740 Curricular and Media Materials		95,715		23,697	22,790	513	142,715
760 Minor Equipment	29,772	155,088		16,446	2,259	21,076	224,641
780 Information Technology Equipment	11,613	469,034		55,090	40,535		576,272
Total Supplies, Materials and Minor Equipment	88,076	963,080	0	134,650	94,338	75,620	1,355,764
96X-99 TRANSFERS							
960 School Divisions		58,500		25,350		344,911	428,761
980 Organizations and Individuals							0
Total Transfers	0	58,500	0	25,350	0	344,911	428,761
TOTALS	2,717,657	10,597,923	0	1,779,589	1,577,131	700,823	17,373,123

* 90% or more of enrolment is in one of the following instructional programs: English Language, Français, French Immersion.

** includes multi-track schools.

OPERATING FUND - EXPENSE DETAIL: FUNCTION 200

For the Year Ended June 30, 2018

STUDENT SUPPORT SERVICES		10	30	40	50	60	70	
CODE	OBJECT \ PROGRAM	ADMINISTRATION /CO-ORDINATION	CLINICAL AND RELATED SERVICES	SPECIAL PLACEMENT	REGULAR PLACEMENT	RESOURCE SERVICES	COUNSELLING AND GUIDANCE	TOTALS
3XX	SALARIES							
320	Executive, Managerial and Supervisory	162,927						162,927
330	Instructional - Teaching			259,539		1,179,038	687,991	2,126,568
350	Instructional - Other		6,362	424,304	1,126,554	59,651		1,616,871
360	Technical, Specialized and Service							0
370	Secretarial, Clerical and Other	41,366						41,366
380	Clinician		291,873				170,049	461,922
390	Information Technology							0
	Total Salaries	204,293	298,235	683,843	1,126,554	1,238,689	858,040	4,409,654
4XX	EMPLOYEES BENEFITS AND ALLOWANCES	14,102	13,898	73,850	157,258	55,617	44,789	359,514
5-6XX	SERVICES							
510	Professional, Technical and Specialized		132,610	61,532	6,710	1,415		202,267
520	Communications	1,090	3,353	29		921	2,371	7,764
540	Travel and Meetings	8,004	13,587	459	11	22,394	15,751	60,206
560	Tuition							0
570	Printing and Binding							0
580	Insurance and Bond Premiums	906						906
590	Maintenance and Repair Services	255						255
610	Rentals							0
630	Advertising	584						584
640	Dues and Fees	1,051				147		1,198
650	Professional and Staff Development	123	712					835
680	Information Technology Services	774	156	27		4,960	192	6,109
	Total Services	12,787	150,418	62,047	6,721	29,837	18,314	280,124
7XX	SUPPLIES, MATERIALS AND MINOR EQUIPMENT							
710	Supplies	1,782	5,600	10,204	2,148	12,011	1,645	33,390
740	Curricular and Media Materials			6,630	839	5,766	97	13,332
760	Minor Equipment		274	13,997	339	2,541	959	18,110
780	Information Technology Equipment	83		2,375	570	509	361	3,898
	Total Supplies, Materials and Minor Equipment	1,865	5,874	33,206	3,896	20,827	3,062	68,730
96X-99	TRANSFERS							
960	School Divisions							0
980	Organizations and Individuals							0
	Total Transfers	0	0	0	0			0
	TOTALS	233,047	468,425	852,946	1,294,429	1,344,970	924,205	5,118,022

OPERATING FUND - EXPENSE DETAIL: FUNCTION 300

04-Oct-18

For the Year Ended June 30, 2018

ADULT LEARNING CENTRES		10	20	
CODE	OBJECT \ PROGRAM	ADMINISTRATION AND OTHER	INSTRUCTION	TOTALS
3XX	SALARIES			
320	Executive, Managerial and Supervisory			0
330	Instructional - Teaching			0
350	Instructional - Other			0
360	Technical, Specialized and Service			0
370	Secretarial, Clerical and Other			0
390	Information Technology			0
	Total Salaries	0	0	0
4XX	EMPLOYEES BENEFITS AND ALLOWANCES			0
5-6XX	SERVICES			
510	Professional, Technical and Specialized			0
520	Communications			0
530	Utility Services			0
540	Travel and Meetings			0
560	Tuition			0
570	Printing and Binding			0
580	Insurance and Bond Premiums			0
590	Maintenance and Repair Services			0
610	Rentals			0
620	Property Taxes			0
630	Advertising			0
640	Dues and Fees			0
650	Professional and Staff Development			0
680	Information Technology Services			0
	Total Services	0	0	0
7XX	SUPPLIES, MATERIALS AND MINOR EQUIPMENT			
710	Supplies			0
740	Curricular and Media Materials			0
760	Minor Equipment			0
780	Information Technology Equipment			0
	Total Supplies, Materials and Minor Equipment	0	0	0
96X-99	TRANSFERS			
960	School Divisions			0
980	Organizations and Individuals			0
999	Recharge			0
	Total Transfers	0	0	0
	TOTALS	0	0	0

OPERATING FUND - EXPENSE DETAIL: FUNCTION 400

For the Year Ended June 30, 2018

COMMUNITY EDUCATION AND SERVICES		10	20	30	40	
CODE	OBJECT \ PROGRAM	CONTINUING EDUCATION	ENGLISH AS AN ADDITIONAL LANGUAGE FOR ADULTS	COMMUNITY SERVICES AND RECREATION	PRE-KINDERGARTEN EDUCATION	TOTALS
3XX	SALARIES					
320	Executive, Managerial and Supervisory					0
330	Instructional - Teaching					0
350	Instructional - Other				5,203	5,203
360	Technical, Specialized and Service					0
370	Secretarial, Clerical and Other					0
380	Clinician					0
390	Information Technology					0
	Total Salaries	0	0	0	5,203	5,203
4XX	EMPLOYEES BENEFITS AND ALLOWANCES				695	695
5-6XX	SERVICES					
510	Professional, Technical and Specialized				6,704	6,704
520	Communications					0
540	Travel and Meetings					0
570	Printing and Binding					0
580	Insurance and Bond Premiums					0
590	Maintenance and Repair Services					0
610	Rentals					0
630	Advertising				61	61
640	Dues and Fees					0
650	Professional and Staff Development					0
680	Information Technology Services					0
	Total Services	0	0	0	6,765	6,765
7XX	SUPPLIES, MATERIALS AND MINOR EQUIPMENT					
710	Supplies				38,759	38,759
740	Curricular and Media Materials				661	661
760	Minor Equipment				2,618	2,618
780	Information Technology Equipment					0
	Total Supplies, Materials and Minor Equipment	0	0	0	42,038	42,038
96X-99	TRANSFERS					
980	Organizations and Individuals					0
999	Recharge					0
	Total Transfers	0	0	0	0	0
	TOTALS	0	0	0	54,701	54,701

OPERATING FUND - EXPENSE DETAIL: FUNCTION 500

04-Oct-18

For the Year Ended June 30, 2018

DIVISIONAL ADMINISTRATION		10	20	30	50	
CODE	OBJECT \ PROGRAM	BOARD OF TRUSTEES	INSTRUCTIONAL MANAGEMENT & ADMINISTRATION	BUSINESS AND ADMINISTRATIVE SERVICES	MANAGEMENT INFORMATION SERVICES	TOTALS
3XX	SALARIES					
310	Trustees Remuneration	78,366				78,366
320	Executive, Managerial and Supervisory		140,160	118,374		258,534
360	Technical, Specialized and Service		50,548	232,115		282,663
370	Secretarial, Clerical and Other		42,258	26,758		69,016
390	Information Technology					0
	Total Salaries	78,366	232,966	377,247	0	688,579
4XX	EMPLOYEES BENEFITS AND ALLOWANCES	1,274	16,394	60,003		77,671
5-6XX	SERVICES					
510	Professional, Technical and Specialized		1,457	59,781		61,238
520	Communications		994	20,453		21,447
540	Travel and Meetings	13,715	5,463	2,855		22,033
570	Printing and Binding					0
580	Insurance and Bond Premiums		3,551	38,317		41,868
590	Maintenance and Repair Services		4,878	1,458		6,336
610	Rentals	721		3,843		4,564
630	Advertising	8,565	641			9,206
640	Dues and Fees	41,845	3,153	3,438		48,436
650	Professional and Staff Development	8,782	11,611	7,034		27,427
680	Information Technology Services	4,295	1,434	8,883	40,895	55,507
	Total Services	77,923	33,182	146,062	40,895	298,062
7XX	SUPPLIES, MATERIALS AND MINOR EQUIPMENT					
710	Supplies	1,798	8,639	13,663		24,100
740	Curricular and Media Materials					0
760	Minor Equipment		703	469		1,172
780	Information Technology Equipment	14	242	4,173	2,192	6,621
	Total Supplies, Materials and Minor Equipment	1,812	9,584	18,305	2,192	31,893
96X-99	TRANSFERS					
960	School Divisions					0
980	Organizations and Individuals					0
999	Recharge					0
	Total Transfers	0	0	0		0
	TOTALS	159,375	292,126	601,617	43,087	1,096,205

OPERATING FUND - EXPENSE DETAIL: FUNCTION 600

For the Year Ended June 30, 2018

INSTRUCTIONAL AND OTHER SUPPORT SERVICES		05 CURRICULUM CONSULTING & DEVELOPMENT ADMINISTRATION	10 CURRICULUM CONSULTING & DEVELOPMENT	20 LIBRARY / MEDIA CENTRE	30 PROFESSIONAL AND STAFF DEVELOPMENT	80 OTHER	TOTALS
CODE	OBJECT \ PROGRAM						
3XX	SALARIES						
320	Executive, Managerial and Supervisory	6,696	52,984				59,680
330	Instructional - Teaching		136,919		223,229		360,148
350	Instructional - Other			175,005	19,589		194,594
360	Technical, Specialized and Service					16,386	16,386
370	Secretarial, Clerical and Other						0
390	Information Technology						0
	Total Salaries	6,696	189,903	175,005	242,818	16,386	630,808
4XX	EMPLOYEES BENEFITS AND ALLOWANCES	78	9,399	27,357	13,352	1,374	51,560
5-6XX	SERVICES						
510	Professional, Technical and Specialized		2,910		14,579	3,200	20,689
520	Communications		953				953
540	Travel and Meetings		302	58		17,898	18,258
560	Tuition						0
570	Printing and Binding						0
580	Insurance and Bond Premiums					1,664	1,664
590	Maintenance and Repair Services	203				175	378
610	Rentals				1,713	4,162	5,875
630	Advertising						0
640	Dues and Fees				521		521
650	Professional and Staff Development				122,914		122,914
680	Information Technology Services		11	6,397	3,048		9,456
	Total Services	203	4,176	6,455	142,775	27,099	180,708
7XX	SUPPLIES, MATERIALS AND MINOR EQUIPMENT						
710	Supplies			4,168		55,265	59,433
740	Curricular and Media Materials			20,596		698	21,294
760	Minor Equipment			656		8,534	9,190
780	Information Technology Equipment			632		112	744
	Total Supplies, Materials and Minor Equipment	0	0	26,052	0	64,609	90,661
96X-99	TRANSFERS						
960	School Divisions						0
980	Organizations and Individuals					11,145	11,145
	Total Transfers					11,145	11,145
	TOTALS	6,977	203,478	234,869	398,945	120,613	964,882

OPERATING FUND - EXPENSE DETAIL: FUNCTION 700

04-Oct-18

For the Year Ended June 30, 2018

TRANSPORTATION OF PUPILS		10	20	70	80	90	
CODE	OBJECT \ PROGRAM	ADMINISTRATION	REGULAR	ALLOWANCES IN LIEU OF TRANSPORTATION	BOARDING OF STUDENTS/ DORMITORIES	FIELD TRIPS AND OTHER	TOTALS
3XX	SALARIES						
320	Executive, Managerial and Supervisory	86,795					86,795
350	Instructional - Other		25,645				25,645
360	Technical, Specialized and Service		1,489,579			58,738	1,548,317
370	Secretarial, Clerical and Other	35,904				20,312	56,216
390	Information Technology						0
	Total Salaries	122,699	1,515,224		0	79,050	1,716,973
4XX	EMPLOYEES BENEFITS AND ALLOWANCES	17,183	203,976			7,712	228,871
5-6XX	SERVICES						
510	Professional, Technical and Specialized	2,479	1,956			816	5,251
520	Communications	665	12,926				13,591
540	Travel and Meetings	1,471	10,676				12,147
550	Transportation of Pupils			2,908		17,434	20,342
570	Printing and Binding						0
580	Insurance and Bond Premiums	1,967	39,877				41,844
590	Maintenance and Repair Services	574	92,336				92,910
610	Rentals						0
630	Advertising	1,139					1,139
640	Dues and Fees	508					508
650	Professional and Staff Development	279	2,415				2,694
680	Information Technology Services	18,770	1,595				20,365
	Total Services	27,852	161,781	2,908	0	18,250	210,791
7XX	SUPPLIES, MATERIALS AND MINOR EQUIPMENT						
710	Supplies	4,716	701,641			25,171	731,528
740	Curricular and Media Materials						0
760	Minor Equipment	743	414				1,157
780	Information Technology Equipment		928				928
	Total Supplies, Materials and Minor Equipment	5,459	702,983		0	25,171	733,613
96X-99	TRANSFERS						
960	School Divisions						0
980	Organizations and Individuals						0
999	Recharge		(47,304)			47,304	0
	Total Transfers	0	(47,304)	0	0	47,304	0
	TOTALS	173,193	2,536,660	2,908	0	177,487	2,890,248

OPERATING FUND - EXPENSE DETAIL: FUNCTION 800

04-Oct-18

For the Year Ended June 30, 2018

OPERATIONS AND MAINTENANCE		10	20	50	70	80	
CODE	OBJECT \ PROGRAM	ADMINISTRATION	SCHOOL BUILDINGS MAINTENANCE	SCHOOL BUILDINGS REPAIRS AND REPLACEMENTS	OTHER BUILDINGS	GROUND	TOTALS
3XX	SALARIES						
320	Executive, Managerial and Supervisory	72,724					72,724
360	Technical, Specialized and Service		1,137,589		17,551	22,109	1,177,249
370	Secretarial, Clerical and Other	4,693					4,693
390	Information Technology						0
	Total Salaries	77,417	1,137,589	0	17,551	22,109	1,254,666
4XX	EMPLOYEES BENEFITS AND ALLOWANCES	10,432	164,399		2,746	1,770	179,347
5-6XX	SERVICES						
510	Professional, Technical and Specialized		13,493		524		14,017
520	Communications	991	12,921				13,912
530	Utility Services		468,195		33,840		502,035
540	Travel and Meetings	1,137	3,542				4,679
570	Printing and Binding						0
580	Insurance and Bond Premiums	1,821	160,923			1,643	164,387
590	Maintenance and Repair Services	1,466	94,470	318,846	70,216	140,579	625,577
610	Rentals		19,945		1,133	507	21,585
620	Property Taxes		40,036		22,590		62,626
630	Advertising	1,583					1,583
640	Dues and Fees	508	762				1,270
650	Professional and Staff Development	1,965	3,708				5,673
680	Information Technology Services	14	5,233				5,247
	Total Services	9,485	823,228	318,846	128,303	142,729	1,422,591
7XX	SUPPLIES, MATERIALS AND MINOR EQUIPMENT						
710	Supplies	10,495	124,504	1,642	3,850	9,697	150,188
740	Curricular and Media Materials						0
760	Minor Equipment		25,144	41,699	2,958	8,550	78,351
780	Information Technology Equipment	1,588	27				1,615
	Total Supplies, Materials and Minor Equipment	12,083	149,675	43,341	6,808	18,247	230,154
96X-99	TRANSFERS						
999	Recharge						0
	TOTALS	109,417	2,274,891	362,187	155,408	184,855	3,086,758

**OPERATING FUND - DETAIL OF TRANSFERS
TO (FROM) CAPITAL FUND**

For the Year Ended June 30, 2018

Transfers To Capital Fund		
Category "D" School Buildings	-	
Bus Reserve	347,122	
Bus Purchases	-	
Other Vehicles	-	
Furniture/Fixtures & Equipment	131,944	
Computer Hardware & Software	-	
Assets Under Construction	468,080	
Other: Fiber Loan Payments	151,829	
Building Projects - (portion paid by division)	58,649	
Old Auto Body Renovations	170,545	
JAC Greenspace	23,071	
		1,351,240
Less: Transfers From Capital Fund		
Morris Autobody/Welding Shop Interest in Op \$ in Cap	218,206	
Sale of Dodge Ram	1,116	
Sale of Band Saw	1,000	
		220,322
Net Transfers To (From) Capital Fund		<u><u>1,130,918</u></u>

CAPITAL FUND SCHEDULE OF FINANCIAL POSITION

as at June 30

	2018	2017
Financial Assets		
Cash and Bank	-	-
Due from	257,205	244,601
- Provincial Government	-	-
- Federal Government	-	-
- Municipal Government	-	-
- First Nations	-	-
- Other Funds	345,028	352,258
Accounts Receivable	-	-
Accrued Investment Income	-	-
Portfolio Investments	-	-
	602,233	596,859
Liabilities		
Overdraft	-	-
Accounts Payable	-	-
Accrued Liabilities	-	-
Accrued Interest Payable	257,205	244,601
Due to	-	-
- Provincial Government	-	-
- Federal Government	-	-
- Municipal Government	-	-
- First Nations	-	-
- Operating Fund	321,642	1,410,379
Deferred Revenue	-	35,005
Borrowings from the Provincial Government	14,973,784	14,610,078
Other Borrowings	932,338	-
	16,484,969	16,300,063
Net Debt	(15,882,736)	(15,703,204)
Non-Financial Assets		
Net Tangible Capital Assets	23,400,188	22,391,386
Accumulated Surplus / Equity *	7,517,452	6,688,182
* Comprised of:		
Reserve Accounts	345,027	352,258
Equity in Tangible Capital Assets	7,172,425	6,335,924
	7,517,452	6,688,182

CAPITAL FUND
SCHEDULE OF REVENUE, EXPENSES
AND ACCUMULATED SURPLUS

For the Year Ended June 30

	2018	2017
Revenue		
Provincial Government Grants	4,553	36
Debt Servicing - Principal	1,030,094	1,043,522
- Interest	644,572	601,506
Federal Government	-	-
Municipal Government	-	-
Other Sources:		
Investment Income	-	-
Donations	274,166	9,066
MB Hydro grant	46,885	-
Gain / (Loss) on Disposal of Capital Assets	4,474	2,954
Gain on receipt of Modular classroom	-	-
	-	-
	2,004,744	1,657,084
Expenses		
Amortization	1,642,684	1,510,641
Interest on Borrowings from the Provincial Government	644,572	601,506
Other Interest	19,136	-
Other Capital Items	-	-
	2,306,392	2,112,147
Current Year Surplus / (Deficit)	(301,648)	(455,063)
Net Transfers from (to) Operating Fund	1,130,918	801,980
Transfers from Special Purpose Fund	-	-
Net Current Year Surplus (Deficit)	829,270	346,917
Opening Accumulated Surplus / Equity	6,688,182	6,341,265
Adjustments:	-	-
	-	-
Opening Accumulated Surplus / Equity as adjusted	6,688,182	6,341,265
Closing Accumulated Surplus / Equity	7,517,452	6,688,182

SCHEDULE OF TANGIBLE CAPITAL ASSETS
at June 30, 2018

	Buildings and Leasehold Improvements		School Buses	Other Vehicles	Furniture / Fixtures & Equipment	Computer Hardware & Software *	Land	Land Improvements	Assets Under Construction	2018 TOTALS	2017 TOTALS
	School	Non-School									
Tangible Capital Asset Cost											
Opening Cost, as previously reported	33,711,280	1,236,802	5,339,390	287,118	1,572,108	454,167	563,070	240,163	760,791	44,164,889	39,238,920
Adjustments	-	-	-	-	-	-	-	-	-	-	-
Opening Cost adjusted	33,711,280	1,236,802	5,339,390	287,118	1,572,108	454,167	563,070	240,163	760,791	44,164,889	39,238,920
Add:											
Additions during the year	1,102,808	-	354,953	-	123,666	18,752	-	251,759	797,790	2,649,728	5,262,984
Less:											
Disposals and write downs	-	-	118,143	34,372	17,000	-	-	-	(1,758)	167,757	337,015
Closing Cost	34,814,088	1,236,802	5,576,200	252,746	1,678,774	472,919	563,070	491,922	1,560,339	46,646,860	44,164,889
Accumulated Amortization											
Opening, as previously reported	15,821,943	746,241	3,459,467	207,890	1,090,903	367,768		79,291		21,773,503	20,598,607
Adjustments	-	-	-	-	-	-		-		-	-
Opening adjusted	15,821,943	746,241	3,459,467	207,890	1,090,903	367,768		79,291		21,773,503	20,598,607
Add:											
Current period Amortization	954,786	33,680	365,480	23,264	198,567	30,303		36,604		1,642,684	1,510,641
Less:											
Accumulated Amortization on Disposals and Writedowns	-	-	118,143	34,372	17,000	-		-		169,515	335,745
Closing Accumulated Amortization	16,776,729	779,921	3,706,804	196,782	1,272,470	398,071		115,895		23,246,672	21,773,503
Net Tangible Capital Asset	18,037,359	456,881	1,869,396	55,964	406,304	74,848	563,070	376,027	1,560,339	23,400,188	22,391,386
Proceeds from Disposal of Capital Assets	-	-	600	1,116	1,000	-				2,716	4,224

* Includes network infrastructure.

SCHEDULE OF CAPITAL RESERVE ACCOUNTS
For the Year Ended June 30, 2018

Fund Name >	Buses		New Building			Totals
Opening Balance, July 1, 2017	22,258	-	330,000	-	-	352,258
Additions: (Provide a description of each transaction)						
						-
Transfer to Bus Reserve	347,122					347,122
Proceeds on sale of bus	600					600
						-
						-
						-
						-
						-
Total Additions	347,722	-	-	-	-	347,722
Withdrawals: (Provide a description of each transaction)						
						-
Purchase Buses	354,953					354,953
						-
						-
						-
						-
						-
						-
Total Withdrawals	354,953	-	-	-	-	354,953
Closing Balance, June 30, 2018	15,027	-	330,000	-	-	345,027

**SPECIAL PURPOSE FUND
SCHEDULE OF FINANCIAL POSITION**
as at June 30

	2018	2017
Financial Assets		
Cash and Bank	208,855	219,502
GST Receivable	-	-
Accrued Investment Income	-	-
Portfolio Investments	-	-
	<u>208,855</u>	<u>219,502</u>
Liabilities		
School Generated Funds Liability	42,374	42,968
Accounts Payable	-	-
Accrued Liabilities	-	-
Due to Other Funds	38	-
Deferred Revenue	-	-
	<u>42,412</u>	<u>42,968</u>
	<u>166,443</u>	<u>176,534</u>
Accumulated Surplus *		
* Comprised of:		
School Generated Funds Accumulated Surplus	166,443	176,534
Other Funds Accumulated Surplus	-	-
	<u>166,443</u>	<u>176,534</u>
Accumulated Surplus *		
	<u>166,443</u>	<u>176,534</u>

**SPECIAL PURPOSE FUND
SCHEDULE OF REVENUE, EXPENSES
AND ACCUMULATED SURPLUS**

For the Year Ended June 30

	2018	2017
Revenue		
School Generated Funds	491,486	498,067
Other Funds	-	-
	-	-
	491,486	498,067
Expenses		
School Generated Funds	501,577	486,382
Other Funds	-	-
	-	-
	501,577	486,382
Current Year Surplus (Deficit)	(10,091)	11,685
Transfers (to) Operating Fund	-	-
Transfers (to) Capital Fund	-	-
Net Current Year Surplus (Deficit)	(10,091)	11,685
Opening Accumulated Surplus	176,534	164,849
Adjustments: School Generated Funds	-	-
Other Funds	-	-
Opening Accumulated Surplus as adjusted	176,534	164,849
Closing Accumulated Surplus	<u>166,443</u>	<u>176,534</u>

STUDENT ENROLMENTS (FRAME) AND TRANSPORTATION STATISTICS **(UNAUDITED)**

ENROLMENTS BY PROGRAM	F.T.E. Enrolment September 30, 2017
REGULAR INSTRUCTION	
English Language - Single Track	1,627.7
Francais - Single Track	-
French Immersion - Single Track	235.0
Dual Track	
- English Language	55.0
- Francais	154.0
- French Immersion	-
- Other Bilingual	-
Senior Years Technology Education	209.0
	<u>25.3</u>
TOTAL NUMBER OF FULL TIME EQUIVALENT K - 12 STUDENTS	<u><u>2,097.0</u></u>
TRANSPORTATION OF PUPILS	
TRANSPORTED STUDENTS (September 30)	1,476
TOTAL KILOMETERS - LOG BOOK (For the period ended June 30)	1,424,606
TOTAL KILOMETERS - BUS ROUTES (For the period ended June 30)	1,223,445
LOADED KILOMETERS (For the period ended June 30)	924,864

FULL TIME EQUIVALENT PERSONNEL (UNAUDITED)

For the 2017/18 Fiscal Year

CODE	OBJECT \ FUNCTION	FUNCTION 100	FUNCTION 200	FUNCTION 300	FUNCTION 400	FUNCTION 500	FUNCTION 600	FUNCTION 700	FUNCTION 800	TOTALS
320	Executive, Managerial, & Supervisory	10.75	1.40			2.05	0.45	1.05	1.05	16.75
330	Instructional - Teaching	133.09	25.11				1.02			159.22
350	Instructional - Other	17.39	55.27		0.19		5.24	0.57		78.66
360	Technical, Specialized And Service	1.00				3.90	0.33	54.41	25.04	84.68
370	Secretarial, Clerical And Other	16.06	0.81			2.47		1.00	0.10	20.44
380	Clinician		5.17							5.17
390	Information Technology	5.00								5.00
TOTALS (excluding Trustees)		183.29	87.76	0.00	0.19	8.42	7.04	57.03	26.19	369.92

510 Contracted Clinicians (include private clinicians where possible)		
--	--	--

310 TRUSTEES		7.00
--------------	--	------

CALCULATION OF ADMINISTRATION COSTS AS A PERCENTAGE OF TOTAL EXPENSES

Administration Costs

Divisional Administration, Function 500	1,096,205
Less: Liability Insurance	38,317
Administration portion of self-funded expenses (see below)	0 *
Trustee election costs	-
	<u>1,057,888 (A)</u>

Expense Base

Total Operating Expenses	31,182,449
Plus: Transfers to Capital	1,351,240
Less: Adult Learning Centres, Function 300	0
	<u>32,533,689 (B)</u>

Percentage (A) / (B)

3.25%

Maximum Allowable Percentage

4.04%

Calculation of Maximum Allowable Percentage:

If F.T.E. Enrolment is 5,000 or over = 3.50%
 If F.T.E. Enrolment is 1,000 or less = 4.25%
 If F.T.E. Enrolment is between 1,000 and 5,000, calculated as:
 $3.5\% + (5,000 - \text{division enrolment} \times 0.0001875\%)$ to a maximum of 4.25%
 5.0% limit for Northern divisions

Self-Funded Expenses (fully offset by incremental revenues):

International Student Programs

Expenses (1)	
Instructional	-
Administration (deducted above)	- *
Other:	-
	<u>-</u>
	<u>0</u>
Associated Revenue ⁽²⁾	<u>-</u>

Self-Administered Pension Plans

Expenses (1)	
Administration (deducted above)	- *
Other:	-
	<u>-</u>
	<u>0</u>
Associated Revenue ⁽²⁾	<u>-</u>

(1) Incremental costs of the program.

(2) Tuition fees from international students or the pension plan administration fee.

CALCULATION OF ALLOWABLE AND UNSUPPORTED EXPENSES

CALCULATION OF ALLOWABLE EXPENSES								
FUNCTION / PROGRAM	TOTAL EXPENSES	ADJUSTMENTS TO EXPENSES	REDUCTIONS TO EXPENSES					ALLOWABLE EXPENSES
			CATEGORICAL SUPPORT	OTHER PROGRAM SUPPORT	OTHER PROVINCIAL GOVERNMENT REVENUE	NON-PROVINCIAL SOURCES		
						TUITION, TRANSFER AND RESIDUAL FEES	OTHER	
<<<< (from Appendix A) >>>>			<<<< (from Appendix B) >>>>					
210 - 260 Student Support Services	4,193,817	0	324,556	0	183,007	0	0	3,686,254
270 Counselling and Guidance	924,205	0	0	0	20,000	0	0	904,205
300 Adult Learning Centres	0				0	0	0	
400 Community Education and Services	54,701		27,643	0	0	0	0	
620 Library / Media Centre	234,869	0	3,945	0	0	0	8	230,916
630 Professional and Staff Development	398,945	0	75,028	0	0	0	0	323,917
800 Operations and Maintenance	3,086,758	112,728	0	97,320	0	0	65,521	3,036,645
ALLOCATED ADJUSTMENTS/REDUCTIONS		112,728	431,172	97,320	203,007	0	65,529	
UNALLOCATED ADJUSTMENTS/REDUCTIONS		51,160	3,188,890	62,428	637,777	1,277,467	375,226	(1)
TOTALS	8,893,295	163,888	3,620,062	159,748	840,784	1,277,467	440,755	8,181,937

OTHER FUNCTION/PROGRAMS EXPENSES	22,289,154	☐ OPEN OR CLOSE DETAIL
TOTAL EXPENSES	31,182,449	

CALCULATION OF UNSUPPORTED EXPENSES		
OTHER FUNCTION/PROGRAMS EXPENSES	22,289,154	
TOTAL ALLOWABLE EXPENSES	8,181,937	
TOTAL UNALLOCATED ADJUSTMENTS/REDUCTIONS (1)	(5,490,628)	☐ OPEN OR CLOSE DETAIL
Base Support (from page 8)	(7,176,171)	
Formula Guarantee (from page 8)	(1,422,336)	
SCHOOL BUS AMORTIZATION (from TCA Sched page 23)	365,480	
TOTAL UNSUPPORTED EXPENSES	16,747,436	

CALCULATION OF ALLOWABLE EXPENSES (refer to "Allow Guide")

APPENDIX A

[illegible]

OTHER PROGRAM SUPPORT:

School Buildings Support: "D" Projects	97,320
Technology Education Equipment & Skills Strategy Equipment Enhancement	62,428
Other Minor Capital Support	0
Curricular Materials Prior Year Support	0
Finalization of Previous Year's support	0
Amount carried forward to Allowable Expenses	159,748

CATEGORICAL SUPPORT TO BE ALLOCATED

Special Needs: Coordinator/Clinician		
(A) Maximum Support	212,254	
(B) Eligible Expenses	451,968	
(C) Less related revenues		
(D) Allowable Expenses (B) - (C)	451,968	
Eligible Support (lesser of A or D)		212,254
Special Needs: Level 2 and 3		1,045,966
Aboriginal Academic Achievement		108,000
Literacy and Numeracy		163,272
Small Schools		
(A) Maximum Support	125,172	
(B) Program Expenses	142,590	
Eligible Support (lesser of A or B)		125,172
Board and Room		
(A) Maximum Support		
(B) Program Expenses		
Eligible Support (lesser of A or B)		0
Early Childhood Development		27,643
Total allocable Categorical Support (carried to Allow Input)		1,682,307
Non-allocable Categorical Support		1,937,755
Total Categorical Support (carried to page 30)		3,620,062

CALCULATION OF ALLOWABLE SCHOOL BUILDING SUPPORT "D" EXPENSES:

Program 850 School Building Repairs & Replacements	362,187
PLUS: Capitalized Section "D" Expenses (net)	294,597
Grounds	-
LESS: Related revenue other than "D" Support	-
Allowable Section "D" Expenses	(C) 656,784
< OR >	
Expenses to be used for calculating "D" Grant. Enter an amount to overwrite if different from above.	(D) 656,784

Refer to page 2 of the Allowable Expenses Guide when completing this section.

CALCULATION OF ALLOWABLE EXPENSES

APPENDIX B

OTHER PROVINCIAL GOVERNMENT REVENUE:		Allocated	Unallocated	Total
Other Dept. of Education				
General Support Grant			454,400	454,400
Education Property Tax Credit			2,273,584	2,273,584
Tax Incentive Grant			687,234	687,234
All other		386,384		386,384
Other Provincial Government Departments		0		0
Total Revenue		386,384	3,415,218	3,801,602

NON-PROVINCIAL SOURCES:		Allocated	Unallocated	Total
Federal Government				
Tuition Fees		0		0
All other		21,335		21,335
Municipal Government				
Net Special Requirement			14,364,197	14,364,197
Other		163,500		163,500
Other School Divisions				
Tuition Fees		0		0
Transfer Fees		291,850		291,850
Residual Fees		969,607		969,607
All other		0		0
First Nations				
Tuition Fees		0		0
All other		0		0
Private Organizations and Individuals				
Tuition Fees		16,010		16,010
Ancillary Services		122,090		122,090
Other Sources				
Interest			1,007	1,007
Donations		25,950		25,950
Other		107,880		107,880
Total Revenue		1,718,222	14,365,204	16,083,426

ALL REVENUES REPORTED ON THIS PAGE, EXCEPT THOSE SHADED, MUST BE DEDUCTED FROM TOTAL EXPENSES ON PAGE 30 UNLESS THERE ARE SPECIAL CIRCUMSTANCES WHICH WOULD MAKE AN ALLOCATION IMPRACTICAL OR INAPPROPRIATE. IN THOSE LIMITED CASES, REASONS FOR NOT ALLOCATING MUST BE PROVIDED BELOW.

OTHER PROVINCIAL GOVERNMENT REVENUE:	
Total Revenue	3,801,602
Education Property Tax Credit	(2,273,584)
Tax Incentive Grant	(687,234)
PROVINCIAL REVENUE FOR EQUALIZATION	840,784
(to agree with Other Provincial Gov't Revenue on page 30)	

NON-PROVINCIAL SOURCES:	
TOTAL ALLOCABLE FEES	1,277,467
(Tuition, Transfer and Residual Fees)	

TOTAL ALLOCABLE OTHER REVENUE	440,755
(to agree with total other revenue on page 30)	

TOTAL ALLOCABLE NON-PROV. SOURCES	1,718,222
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SENIOR STAFF ALLOCATION (UNAUDITED)

Appendix 2

	Position: Superintendent & CEO	Position: Assistant Superintendent	Position:	Position:	Position:	Position:
	%	%	%	%	%	%
100 Regular Instruction						
200 Student Support Services		40.00%				
300 Adult Learning Centres						
400 Community, Education and Services						
500 Administration	85.00%	20.00%				
600 Instructional and Pupil Support Services	5.00%	40.00%				
700 Transportation of Pupils	5.00%					
800 Operations and Maintenance	5.00%					
TOTAL (must add to 100%)	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%

Notes: To be completed for senior staff allocated to more than one function per the above table.
Senior staff includes superintendents and secretary-treasurers and one reporting level down.
Refer to Allocation Rule 1(b) on page 11.1 of the FRAME Manual.

